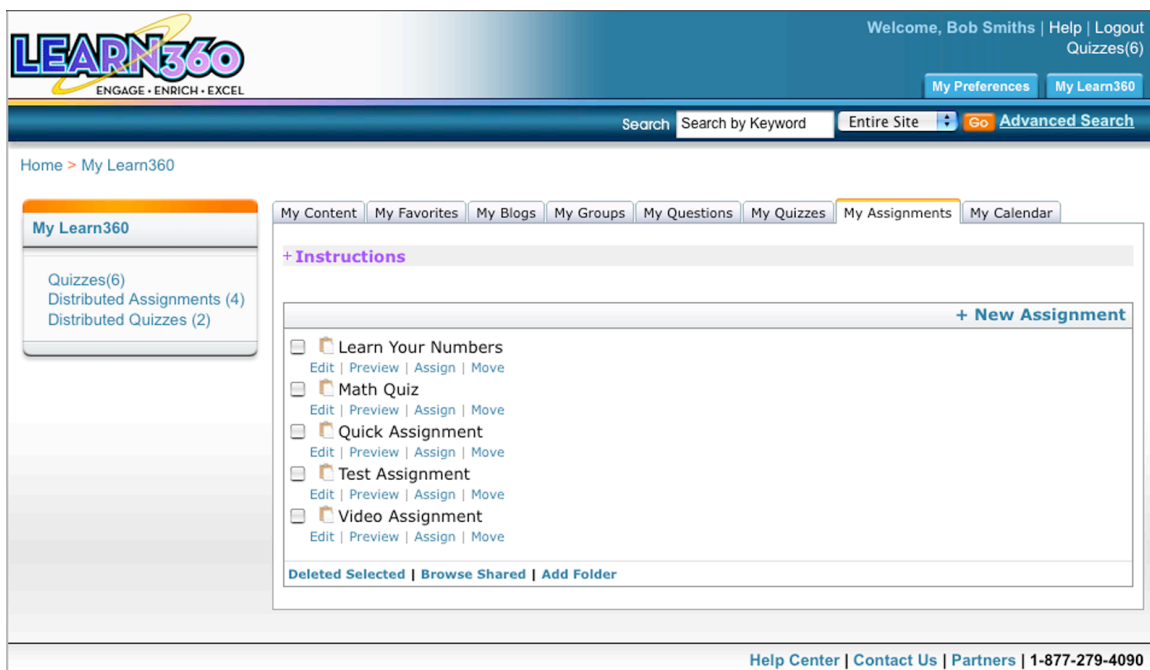


My Assignments

Creating an assignment is a valuable resource that allows educators the ability to create a multi-media assignment complete with questions and customized media (video and/or audio clips). Similar to quizzes, assignments can not only be graded, but can contain media as well. To create an assignment, begin by using the My Assignments tab as seen below.

Creating a new assignment:

- Under the My Assignments tab (above), click on **+New Assignment**.
- Once you do this, the screen below will appear:

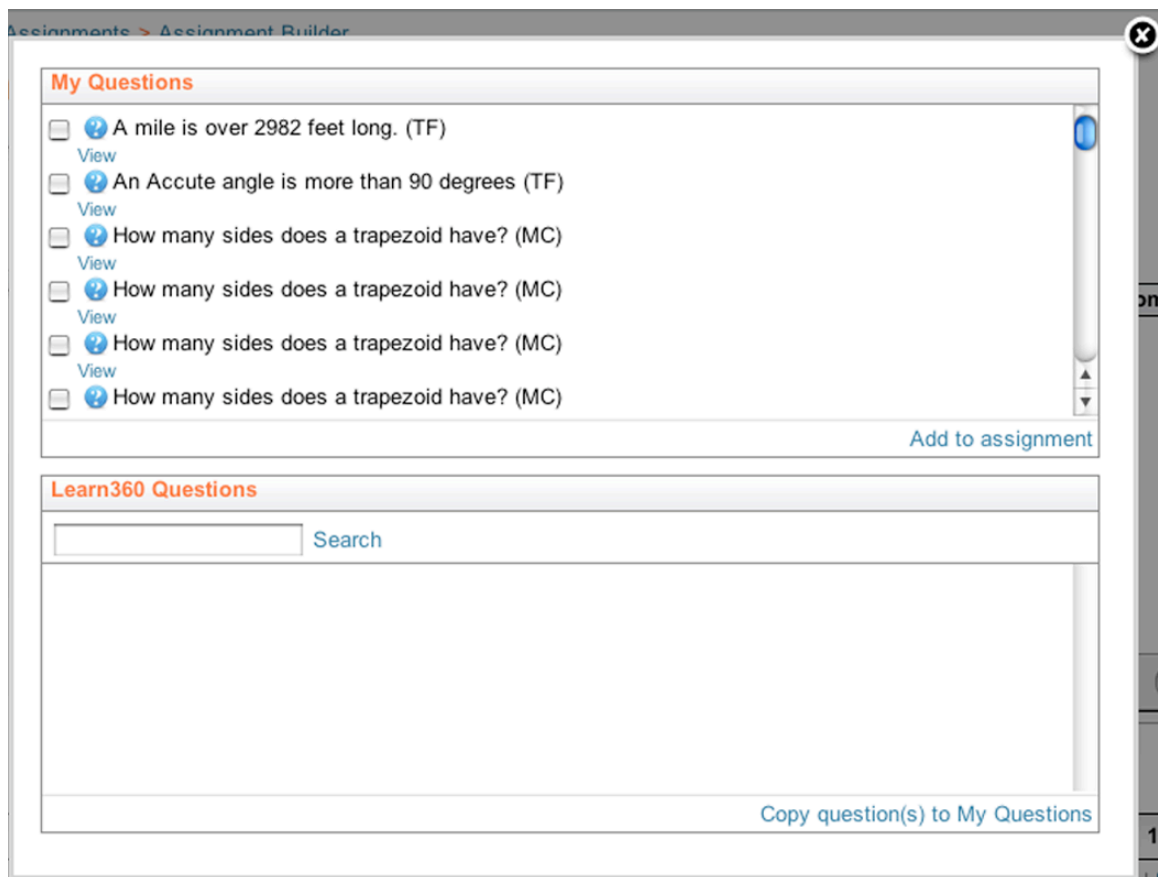


- Start by creating a title for your assignment i.e. State Capitals. Then begin writing a short description that addresses the objectives or directions for the assignment you are creating.

Next, choose how you would like to add your questions.

You can either add existing questions or you can add new questions.

- To add an existing question, click **Add an Existing Question**.
- Once you click this, a screen that has all of the questions you've created or chosen to copy over to your **My Questions** will appear (below).



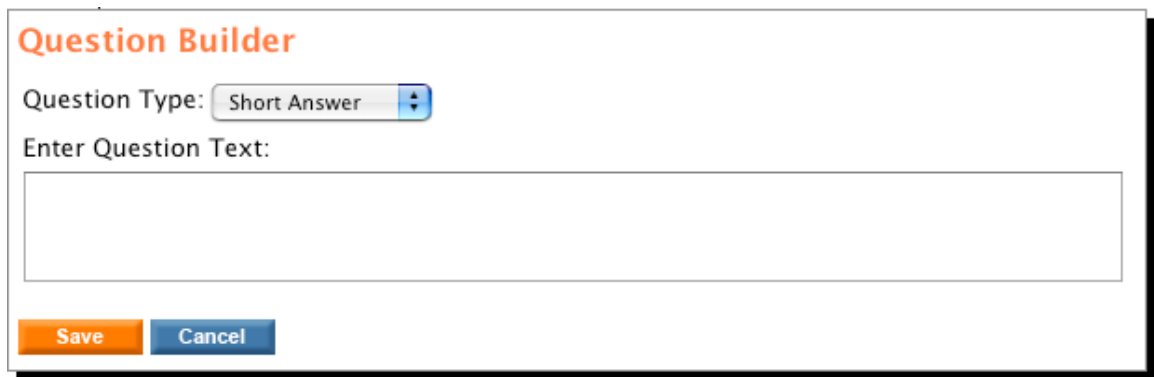
- To choose questions from your **My Questions**, simply select the box next to the question you want (a check will appear in the box).
- Then click **Add to Assignment**.

You will also be able to search the shared questions, labeled **Learn360 Questions** by entering a keyword and clicking **Search**.

Before you can add a Learn 360 Question to your assignment you must add it to your **My Questions**.

To do this:

- Click the box next to the question you want to put into your assignment and then click **Copy question(s) to My Questions**.
- Once a question has been copied over to **My Questions**, you can add it to your assignment.
- To add a new question, select **Add a New Question**. The Question creation screen will appear and you will be able to create on-the-fly questions in the same manner as you did in the **My Questions** tab.

A screenshot of a 'Question Builder' dialog box. At the top, the title 'Question Builder' is in orange. Below it, 'Question Type:' is followed by a dropdown menu showing 'Short Answer'. Underneath, 'Enter Question Text:' is followed by a large empty text box. At the bottom, there are two buttons: 'Save' in orange and 'Cancel' in blue.

Question Builder

Question Type: Short Answer

Enter Question Text:

Save Cancel

(For directions on how to create new questions, see My Questions Help Guide)

After you are done selecting or creating questions, you now have to create a grade weight for each question so that it can be graded correctly.

For example, if you have 4 questions you might make each questions worth 25 points, similarly if you have 10 questions you might make each question worth 10 points. Weighting questions allows you to also weight questions differently so if you want to make short answer questions more heavily weighted than true false, you have that flexibility.

In the example below, the multiple choice and true/false are weighted 20 pts. each and the short answer weighted 40 pts.

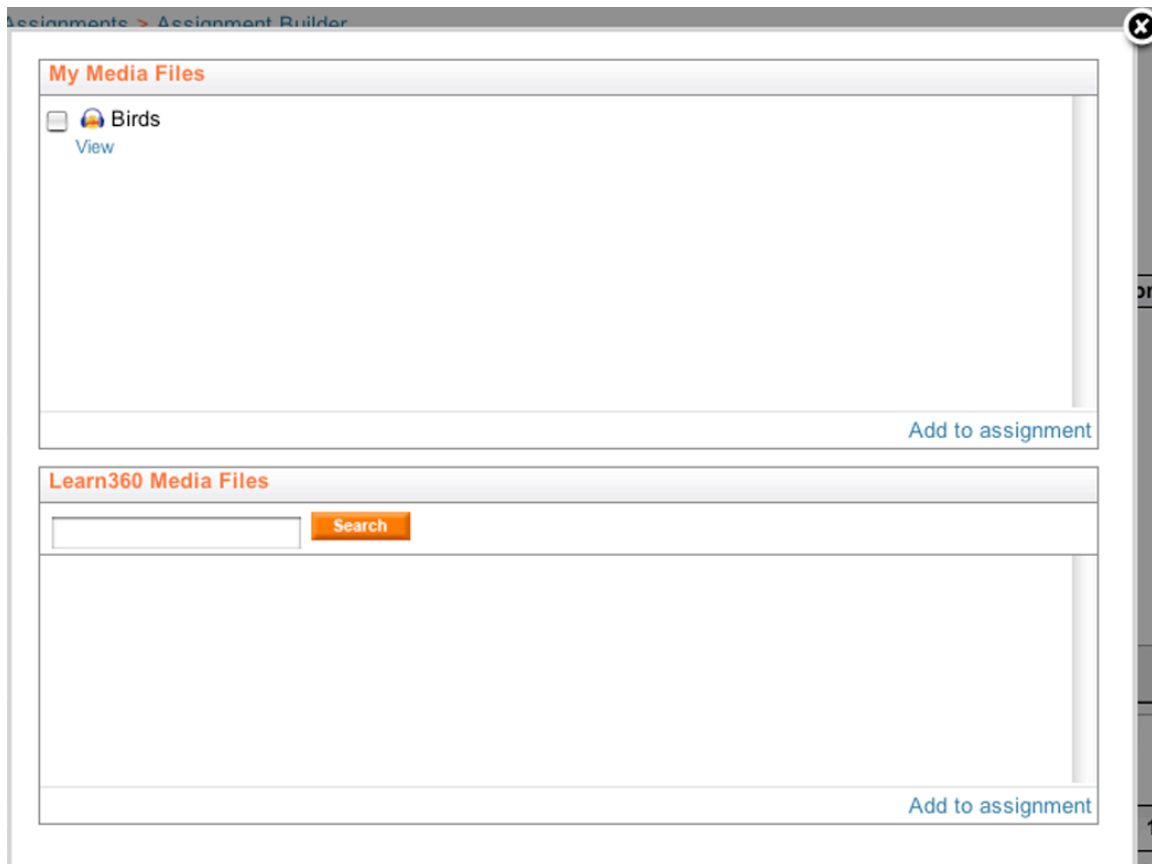
You have the ability to leave comments for each question. Comments are helpful if a question needs further explanation or special directions.

The box for you to leave comments/instructions is to the right of each question (seen above).

Adding a media file to an assignment:

Because assignments are meant to further learning, you have the ability to create a mini-lesson by attaching media to help the student with the topics being taught and covered on the assignment. You can add a media file that exists on the Learn360 site, or you can add a customized playlist or slideshow that you've created.

- To add a media file to an assignment, click on the **Media File** button. A pop-up will appear (below) where you will be able to choose from a media file you've created or one that exists on the Learn360 site.



- Click the box next to the file you want to add to your assignment (a check mark will appear).
- Once chosen, click **Add to Assignment** and you've successfully added the media to your assignment. Remember if are you choosing a shared playlist or slideshow, you will need to copy it to your folder (copy playlist(s) to **My Playlists**, copy slideshow(s) to **My Slideshows**) before you can click **Add to Assignment**.
- After you have tailored the assignment to your specifications, click **Save**, and the assignment will appear in your **My Assignments** folder.

Assigning an Assignment:

After you've completed creating an assignment, now you can assign it to your students or even an entire class/group. After you've saved the quiz you will be directed to the screen below, which will list all of the quizzes you've created.



- Simply click **Assign** below the title of the assignment you would like to assign.
- A page similar to this will appear:

The screenshot shows the LEARN360 interface. The top navigation bar includes the logo, user information (Welcome, Bob Smiths), and links for Help, Logout, Quizzes(6), My Preferences, and My Learn360. A search bar is also present. The breadcrumb trail reads: Home > My Learn360 > My Assignments > Distribution List.

On the left, a sidebar titled 'My Learn360' contains links to Quizzes(6), Distributed Assignments (4), and Distributed Quizzes (2).

The main content area is titled 'Learn Your Numbers' and features a 'Create New Distribution' button. Below this is a table with the following data:

Name	Distributed	# Submitted	Average	Start	Due	
Learn Your Numbers	3/17/2009	0/1	0.00	3/17/2009	3/19/2009	View Details

The footer contains links to the Help Center, Contact Us, Partners, and a phone number: 1-877-279-4090.

- Choose **Create a New Distribution**.
- This page will appear:

The screenshot shows the 'Create a New Distribution for Assignment' page in LEARN360. The top navigation bar is identical to the previous screenshot. The breadcrumb trail reads: Home > My Learn360 > Distribute Assignment.

On the left, the 'My Learn360' sidebar is the same.

The main content area is titled 'Create a New Distribution for Assignment' and 'Learn Your Numbers'. It includes fields for 'Start Date' (7/1/2009) and 'Expiration Date' (7/3/2009). Below these is a checkbox labeled '(Check this box to assign your assignment to a single username as described above.)'.

A search bar with the text 'chris' is shown, with a 'Search' button. Below the search bar, a list of users is displayed:

First Name	Last Name	Username
chris	student	chrisplapp1

Navigation buttons '>>' and '<<' are located between the user list and a large empty box. A 'Distribute Assignment' button is at the bottom of the page.

The footer contains links to the Help Center, Contact Us, Partners, and a phone number: 1-877-279-4090.

- Select a start and end date for the assignment and to whom you would like to distribute the assignment to.
- You can distribute the new assignment to your students and/or groups of students you've created.

- By clicking on the drop down box you can choose to search from User Groups or individual users by first name, last name, or user name.
- Once you've selected the individuals and/or groups you would like to assign the assignment to, click the orange arrow pointing to the right, and those groups/users will be moved over to the right hand box.
- When you have included all desired groups and/or users, select **Distribute Assignment**, and your assignment will automatically be distributed to the users you selected.
- The next time they log in to Learn360 they will see they have been given an assignment, it's due date, and be able to complete it through their Learn 360 account.

If your school/district doesn't currently have student user names, you can still create assignments and distribute them to students by using the generic log in function.

Your students will log on to Learn360, just as you do, with a user name and password, however, it will be the same for all the students (again, this is chosen by the district).

They will be prompted to enter their name prior to completing the assignment so that you can score each assignment separately and account for students' scores appropriately.

Editing an Assignment:

If you find that you made a mistake when creating your assignment, you can go back and edit what needs to be fixed.



- To edit an assignment, click the **Edit** link under the title of the assignment (above).
- This page will appear:

LEARN360
ENGAGE • ENRICH • EXCEL

Welcome, Bob Smiths | [Help](#) | [Logout](#)
Quizzes(6)

[My Preferences](#) [My Learn360](#)

Search Search by Keyword Entire Site [Go](#) [Advanced Search](#)

Home > My Learn360 > My Assignments > Assignment Builder

My Learn360

Quizzes(6)
Distributed Assignments (4)
Distributed Quizzes (2)

My Assignment

Title:

Description:

<input type="checkbox"/>	Title	Type	Grade Weight	Comment
<input type="checkbox"/>	Math Monsters-Number Line	Media File	0	Watch this video and answer the questions
<input type="checkbox"/>	In the number 376, which number is in the tens position?	Question	0	
<input type="checkbox"/>	The number three hundred seventy six is written:	Question	0	
<input type="checkbox"/>	In the number 376, which number is in the hundreds position?	Question	0	
<input type="checkbox"/>	What does the 3 represent in 376?	Question	0	
<input type="checkbox"/>	In the number 376, which number is in the units position?	Question	0	

[Remove Selected](#)
[Add:](#)
[Add an Existing Question](#)
[Add a New Question](#)
[Playlist](#)
[Slideshow](#)
[Media File](#)

[Save](#)
[Save and Continue](#)
[Cancel](#)

[Help Center](#) | [Contact Us](#) | [Partners](#) | 1-877-279-4090

- You may then change the title and/or description of the assignment, along with the questions or media you added.
- When you are done editing the assignment, click **Save** and your assignment will be updated in your **My Assignments** folder.

Previewing your Assignment:

Previewing your assignment allows you to see what your students will see when they are given the assignment. You may do a run through of the assignment and make sure it is to your specifications.



- To preview an assignment, click the **Preview** link below the title of the assignment you wish to preview (above).
- Your assignment will then appear on your screen (below).


View Quiz

http://www.learn360.net/Learn360QuestionsPopup.aspx?id=156438

☆

Learn Your Numbers

Comment: Watch this video and answer the questions below:



Math Monsters-Number Line
When the Math Monsters run a towing company, they must devise a way to locate where cars have broken down on the road. Watch them perfect their system of landmark numbers to make their job easier.
©2002
14:36:00

Full Video

1. In the number 376, which number is in the tens position?

☐ 3 ☐ 6 ☐ 7 ☐ 10

2. The number three hundred seventy six is written:

☐ 763 ☐ 367 ☐ 376 ☐ 637

3. In the number 376, which number is in the hundreds position?

☐ 7 ☐ 2 ☐ 3 ☐ 6

4. What does the 3 represent in 376?

☐ 3 ☐ 30 ☐ 300 ☐ 3,000

5. In the number 376, which number is in the units position?

☐ 3 ☐ 6 ☐ 7 ☐ 1

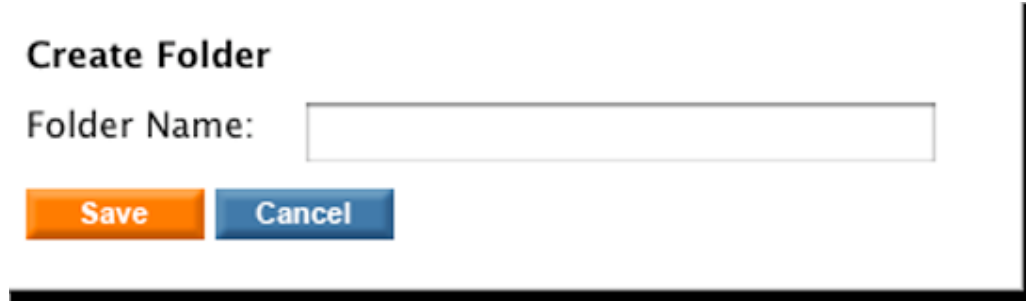
Done

Adding a folder to My Assignments:

Adding folders is a great way to organize your assignments. Many teachers find this helpful when coordinating documents with certain classes.

- To do this, click **Add Folder** at the bottom of the **My Assignments** tab (see top of page).

- This pop-up will appear:

A screenshot of a 'Create Folder' pop-up dialog. It has a title 'Create Folder' in bold. Below the title is a label 'Folder Name:' followed by a text input field. At the bottom are two buttons: 'Save' (orange) and 'Cancel' (blue).

Create Folder

Folder Name:

Save **Cancel**

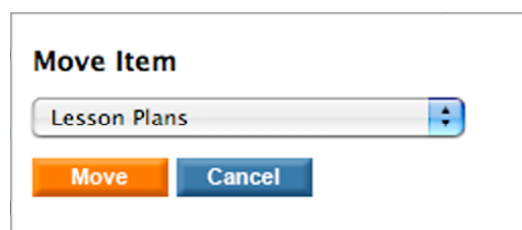
- After naming the folder, click **Save**

Now you will be able to move created assignments to your desired folder.

Move your Assignments:

Moving assignments allows you to organize your assignments in different folders within the **My Assignments** tab.

- Once assignments are in your **My Assignments** section, you now have the ability to organize them into folders.
- Click the **Move** link under the title of the assignment you wish to move.
- A **Move Item** window will pop up with a drop down bar that allows you to select the folder where you would like to move your assignment.

A screenshot of a 'Move Item' pop-up dialog. It has a title 'Move Item' in bold. Below the title is a dropdown menu showing 'Lesson Plans'. At the bottom are two buttons: 'Move' (orange) and 'Cancel' (blue).

Move Item

Lesson Plans

Move **Cancel**

- After selecting a folder, click **Move** and the assignment will transfer to the folder you have selected.
- Your file will now appear in your selected folder.